

Department of General Services
Records Management Division
RECORDS RETENTION and DISPOSAL SCHEDULE

Schedule No.
971-29-2

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Agency
Maryland State Police

Division/Unit
29 - Licensing Division

Item No.	Description	Retention
2901-1	<p>Schedule 97129-2 supersedes Schedule 971-29-1 in its entirety.</p> <p><u>SPECIAL POLICE COMMISSION REQUEST TO DIRECT TRAFFIC</u> Includes copies of requests for permission by Special Police Officers to extend authority to direct traffic on adjacent public roads.</p>	Retain copy 1 year after the file is no longer active; then destroy.
2901-2	<p><u>SPECIAL COMMISSION APPLICANT CARD FILE</u> Contains index cards used to file alphabetically cross reference the Special Police Commission files up to 1989 when this data began to be captured electronically.</p>	All cards 15 years old or older will be destroyed.
2901-3	<p><u>SPECIAL POLICE COMMISSION APPLICANT INFORMATION</u> Electronic file that contains an applicant's basic sociological data (i.e., name, date of birth, address, etc)</p>	Retain as an electronic perpetual file and periodically purge those persons who have not applied or renewed their commission for 15 years.
2901-4	<p><u>SPECIAL POLICE COMMISSION APPLICATIONS</u> Contains the paper application and investigative reports.</p>	Approved and denied applications and investigative reports retained for 6 years, then destroyed.
2901-5	<p><u>SPECIAL POLICE COMMISSION COMPANY LETTERS OF REQUEST</u> Contains letter of request for special police commission.</p>	Retained until canceled by company, then destroy.
2902-1	<p><u>ARTICLES OF INCORPORATION</u> Contains Articles of Incorporation for licensed Maryland Private Detective agencies filed by agency name.</p>	Retain permanently. Transfer outdated articles that have been renewed and those of companies that went out of business to State Archives.
2902-2	<p><u>PRIVATE DETECTIVE INVESTIGATION FILE</u> Contains closed investigative cases of disapproved applications for private detective licenses and investigation of complaints related to unlicensed private detective violations.</p>	Retain in Licensing Division for 20 years, then destroy.

Approved by Department, Agency, Division or Unit Representative

Date: June 13, 2007

Signature: Thomas L. Vondersmith, Jr.

Type Name: Thomas L. Vondersmith, Jr.

Title: Department Records Retention & Disposal Schedule Manager

Schedule Authorized by State Archivist

Date: 4 Sep 07

Signature: Edward C. J. Green

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2902-3	<u>BADGE APPROVAL FILE</u> Contains correspondence approving badges for private detective agencies.	Destroy when agency is no longer licensed in Maryland.
2902-4	<u>PRIVATE DETECTIVE AGENCY/APPLICANT NAME CARD FILE</u> Contains index cards used to alphabetically cross reference the private detective license.	Cards maintained for 20 years, then destroyed.
2902-5	<u>PRIVATE DETECTIVE AGENCY LICENSE FILE</u> Contains active licenses issued by the Licensing Division.	Approved and denied applications retained for 6 years, then destroyed.
2902-6	<u>PRIVATE DETECTIVE APPLICANT INFORMATION</u> Electronic file that contains an applicant's basic sociological data (i.e., name, date of birth, address, etc)	Retain as an electronic perpetual file and periodically purge those persons who have not applied or renewed their certification for 15 years.
2902-7	<u>VOIDED PRIVATE DETECTIVE IDENTIFICATION CARDS</u> Contains identification cards voided by Licensing Division.	Upon voiding, cards are immediately destroyed.
2902-8	<u>PRIVATE DETECTIVE REGISTRATION FILE</u> Contains the names of persons working under a licensed private detective agency.	Retained for 3 years and destroyed upon expiration or cancellation from company, which ever occurs first.
2903-1	<u>SECURITY GUARD AGENCY APPLICATION</u> Contains the paper application and investigative reports.	Approved and denied applications and investigative reports retained for 6 years, then destroyed.
2903-2	<u>SECURITY GUARD AGENCY INFORMATION</u> Electronic file that contains an agency's basic demographic data (i.e., address, phone number, licensee's name, etc.)	Retain as an electronic perpetual file and periodically purge those persons who have not applied or renewed their certification for 15 years.
2903-3	<u>SECURITY GUARD APPLICATIONS</u> Contains the paper application and investigative reports.	Approved and denied applications and investigative reports retained for 6 years, then destroyed.
2903-4	<u>SECURITY GUARD APPLICANT INFORMATION</u> Electronic file that contains an applicant's basic sociological data (i.e., name, date of birth, address, etc)	Retain as an electronic perpetual file and periodically purge those persons who have not applied or renewed their certification for 15 years.

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2903-5	<u>RETURNED SECURITY GUARD CLEARANCE IDENTIFICATION CARDS</u> Contains security guard clearance identification cards issued by the Maryland State Police that have been returned to the Licensing Division. Filed by name.	Cards retained by Licensing Division until expired; then destroyed.
2903-6	<u>SECURITY GUARD CANCELLATION</u> Contains disapproved security guard applicant files.	Records maintained by the Licensing Division for 6 months; then destroyed.
2904-1	<u>SECURITY SYSTEMS AGENCY LICENSE FILE</u> Contains the paper application for security systems agency licenses issued by the Licensing Division.	Approved and denied applications retained for 6 years, then destroyed.
2904-2	<u>SECURITY SYSTEMS AGENCY APPLICATION INFORMATION</u> Electronic file that contains an agency's basic demographical data (i.e., address, phone number, licensee's name, etc)	Retain as an electronic perpetual file and periodically purge those agencies who have not applied or renewed their certification for 10 years
2904-3	<u>SECURITY SYSTEMS TECHNICIAN APPLICATIONS</u> Contains the paper application and investigative reports.	Approved applications and investigative reports retained for 6 years, then destroyed.
2904-4	<u>SECURITY SYSTEMS TECHNICIAN APPLICANT INFORMATION</u> Electronic file that contains an applicant's basic sociological data (i.e., name, date of birth, address, etc.)	Retain as an electronic perpetual file and periodically purge those persons who have not applied or renewed their certification for 10 years.
2904-5	<u>RETURNED/VOIDED SECURITY SYSTEMS TECHNICIAN CERTIFICATION CARDS</u> Contains security systems technician identification cards issued by the Maryland State Police that have been returned to the Licensing Division due to termination of employment.	Upon receipt by the Licensing Division, the cards are marked "voided, and then immediately destroyed.
2904-6	<u>SECURITY SYSTEMS TECHNICIAN CANCELLATION</u> Contains disapproved security systems technician applicant files.	File retained by Licensing Division for 6 months, then destroyed.

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Item No.	Description	Retention
2905-1	<u>PISTOL AND REVOLVER DEALER LICENSING FILES</u> Consists of case folders containing documents which accumulate as a result of the issuance, renewal, or denial of a license to sell handgun.	Retained in Licensing division while active. Upon revocation, denial or failure to renew, retain for 3 years; then destroy.
2905-2	<u>FIREARMS DEALER'S APPLICATION LEDGER</u> Contains listings of pistol and revolver dealer's original and renewal applications. Used to control issuance of license numbers and licensing fees.	Retain ledgers for 3 years; then destroy.
2905-3	<u>VOIDED PISTOL & REVOLVER DEALERS LICENSE FILE</u> Contains licenses voided by Licensing division. Filed by license number.	Retained by Licensing Division for 3 years or until audited; then destroy.
2905-4	<u>REGULATED FIREARMS PURCHASE & TRANSFER APPLICATIONS (DISAPPROVED)</u> Contains paper applications to purchase or transfer a pistol or revolver (MSP Forms 77 and 77R) that have been disapproved. Disapproved applications, with accompanied investigations records, retained in Firearms License Section for 1 year then destroyed. Disapproved date entered into Maryland Automated Firearms Service System (MAFSS).	Retain at Licensing Division as permanent record. Periodically transfer to on-site, secured, storage facility. After 50 years, transfer to State Archives.
2905-5	<u>APPLICATION TO PURCHASE A REGULATED FIREARM – FALSE APPLICATION PROSECUTION FILE</u> Includes paper applications to purchase regulated firearms (MSP Form 77 & 77R) and includes all investigative documents and reports (copies of C.I.R.'s) required for false application/perjury charges.	Prior to the 1985 implementation of the Maryland Automated Firearms Services System (MAFSS), file retained at Licensing Division as a permanent record. Periodically transfer to on-site, secured, storage facility. After 50 years, transfer to State Archives.
2905-6	<u>GUN FILES MASTER NAME INDEX</u> File consists of alphabetically arranged index cards which contain identifying data on all subjects who have registered guns in the State of Maryland. Cards also show descriptive data on the subject to whom the handgun is registered.	Prior to the 1985 implementation of the Maryland Automated Firearms Services System (MAFSS), cards retained at Licensing Division as a permanent record. Periodically transfer to on-site, secured, storage facility. After 50 years, transfer to State Archives.
2905-7	<u>GUN FILES MASTER SERIAL INDEX</u> Consists of numerically arranged cards which contain identifying data on all registered handguns in the State of Maryland. Cards also show descriptive data. Cross reference the individual Master Name Index.	Prior to the 1985 implementation of the Maryland Automated Firearms Services System (MAFSS), cards retained at Licensing Division as a permanent record. Periodically transfer to on-site, secured, storage facility. After 50 years, transfer to State Archives.

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Item No.	Description	Retention
2905-8	<u>MACHINE GUN REGISTRATION APPLICATION</u> Application or purchase or transfer ownership of a machine gun. The paper application consists of current year registration. Data entered into an electronic file.	Paper application retained 1 year, then destroyed.
2905-9	<u>MACHINE GUN REGISTRATION ELECTRONIC DATA BASE</u> Data entered into Maryland Automated Firearms Service System (MAFSS) that is maintained by the Department of Public Safety & Correctional Services, Criminal Justice Information System.	Data maintained electronically in the Maryland Automated Firearms Service System (MAFSS) as a perpetual file.
2905-10	<u>BUREAU OF ALCOHOL, TOBACCO, AND FIREARMS FILE (PENDING)</u> Contains applications for transfer and registration of machine guns, short barrel shotguns, short barrel rifles, and destructive devices. Applications submitted for law enforcement certification.	Applications kept on file until completion of fingerprint check and law enforcement certification of applicant; then destroy.
2905-11	<u>OFF-DUTY, PRIMARY AND SECONDARY WEAPONS FILE (APPROVED)</u> Contains applications to purchase or transfer a pistol or revolver (MSP Form 77R) that have been approved for use by members of the agency. File maintained alphabetically by name.	Retain as file as long as individual is a member of the Agency; then purge file. Information will not be entered into MAFSS unless requested by the registrant on a MSP Form 17 when forms are submitted to the Licensing Division.
2906-1	<u>QUALIFIED HANDGUN INSTRUCTOR'S FILE (ACTIVE)</u> Lists of persons approved by the Superintendent of the Maryland State Police as qualified handgun instructors based upon their training, background, firearms proficiency and knowledge. Filed alphabetically by name.	Renewal on an annual basis. Retained by Licensing Division for 1 year after expiration; then destroy.
2906-2	<u>HANDGUN INSTRUCTORS FILE (INACTIVE)</u> Inactive file of handgun instructors; alphabetically by name.	File maintained 1 year; then destroy.
2906-3	<u>HANDGUN PERMIT FILE (APPROVED)</u> Contains approved investigations of applicants for permits to wear or carry a handgun. Filed by permit number.	File maintained at Licensing Division as a perpetual file in the computer database. Destroyed upon death of applicant.
2906-4	<u>HANDGUN PERMIT FILE (PENDING)</u> Contains pending investigation of applicants for permits to wear or carry a handgun.	Upon completion of investigation, application approved or disapproved. File maintained at Licensing Division as a perpetual file in the computer database. Destroyed upon death of applicant.

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2906-5	<u>HANDGUN PERMIT REVIEW BOARD CORRESPONDENCE FILE</u> Contains correspondence received from the Handgun Permit Review Board to schedule appeal hearings.	Retained by the Handgun Permit Section until the hearing date, then destroy.
2906-6	<u>HANDGUN PERMIT REVIEW BOARD LOG</u> Contains a listing of Handgun Permit Review Board (HPRB) appeals by plaintiff's name and the HPRB's written decision. File used as a general guide for subsequent handgun permit applications having similar circumstances.	Retained until the appeal becomes case law.
2906-7	<u>VOIDED HANDGUN PERMIT CARDS</u> Contains handgun permit cards voided by the Licensing Division.	Upon voiding cards are immediately destroyed.
2906-8	<u>REVOKED HANDGUN PERMIT CARDS</u> Contains handgun permit cards revoked by the Licensing Division.	Retain cards 30 days, then destroy.
2906-9	<u>FIREARMS INCIDENT TO ARREST, STOP & FRISK FILE</u> Firearms incident to arrest, Stop & Frisk Information (Form MSP 97A).	Retained at Licensing Division for 1 year; then destroyed
2907	<u>K-9 REGISTRATION APPLICATION</u> Contains application for all K-9 dogs used by all Maryland law enforcement agencies.	Data entered into electronic database, application is then destroyed. Information is deleted from the electronic database after 15 years or after a registered dog dies or is retired from service.
2908	<u>OUTDOOR MUSIC FESTIVAL PERMIT FILE</u> Contains documents relating to the investigation of a person or an organization to conduct an outdoor music festival.	Destroy upon conclusion of event.
2909-1	<u>RAILROAD POLICE INVESTIGATION FILE</u> Contains files listing investigations of applicants for Railroad Police Commissions.	File retained by Licensing Division while commission is active. Upon resignation, retirement, or death, close file. Retain 1 additional year; then destroy.
2909-2	<u>RAILROAD POLICE COMMISSION LEDGER</u> Contains a list of railroad commission applicants.	Retain ledger for 10 years; then destroy.
2909-3	<u>RAILROAD POLICE COMMISSION MASTER NAME INDEX</u> Consists of alphabetically arranged index cards which contain identifying date of all individuals who have applied for a railroad police commission in Maryland.	Retain file for 10 years; then destroy.
2909-4	<u>VOIDED RAILROAD POLICE COMMISSION CARDS</u> Contains identification cards voided by the Licensing Division.	Cards destroyed immediately.

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Item No.	Description	Retention
2910	<u>ELECTRONIC SURVEILLANCE EQUIPMENT LEDGER</u> Contains a list of electronic surveillance equipment registered with the Maryland State Police. Used to control issuance of numbers assigned to the devices.	Retain ledger in Licensing Division for 50 years; then destroy.
2911	<u>VESSEL GAMING PERMITS</u> Contains copies of Vessel Gaming Permits approved and issued by the Maryland Port Authority.	Retain for 1 year after expiration date; then destroy.
2912	<u>SLOT MACHINES – FEDERAL REGISTRATION</u> Contains copies of letters issued by the Justice Department approving distribution of slot machines.	Retain for 1 year after expiration; then destroy.
2913	<u>DAILY CASH RECEIPT FILE</u> Contains copies of the Daily Cash Receipt Form used to transmit handgun permit, security guard, private detective agency license, pistol & revolver dealer's license, handgun purchase, special police commission & railroad police commissions fees to the Finance Section of the Planning & Research Division.	Retain in Licensing Division for 3 years and until audited; then destroy.